STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California Department of Technology Services		Statewide Telecommunications and Network Division
Category: **Introduction**	Chapter Title: **Introduction**	Chapter Number: **0100.0**

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PURPOSE

In an effort to provide more relevant and concise documentation, the Department of Technology Services (DTS) approved a new **Governor's Reorganization Plan No. 2 (GRP2) Government Code (GC) Section 11541-11544** and content guidelines. The revised GRP2 outlines only relevant laws, restrictions and policies and emphasizes identifiable "best practices". Separate procedure manuals are now used by offices that require more detailed guidelines and information. The anticipated result of the new GRP2 structure is to:

- Establish state administrative policies that assist agencies in fulfilling their mission,
- Empower state employees to provide excellent customer services while providing the best value for public dollars, and
- Significantly improve the quality, efficiency, and effectiveness of state government.

The STMM provides guidelines, directives, procedures and service information to assist the state agency telecommunications management function in implementing and complying with GRP2.

POLICIES AND DIRECTIVES

All policy statements are based on or taken from the GRP2. All written and published guidelines and standards that are not GRP2 policy are directives.

STMM STRUCTURE

The STMM is structured in a topical format by subject or category. The specific structure contains subsections, called chapters, for each category. The Introduction category includes a reference guide chapter that lists Department of Technology Services, Statewide Telecommunications and Network Division (STND) contact information. Forms appear in chapters at the end of each topic category. All standard (STD.) forms contained in the STMM are copies and are provided only for reference purposes. Acquire original copies of standard state forms through the Department of General Services (DGS), Office of State Publishing, Forms Management Center at (800) 964-3214 (toll free) or (916) 324-9908 (local) or online

at www.osp.dgs.ca.gov (select "Standard Forms" in the left-hand navigation panel.) Agencies may utilize and submit any of the other forms included in this manual. Each chapter heading indicates the date originally issued, revision number and date of last revision. Each revision is incremented one alpha character (i.e., A, B, etc.). If there are over 26 revisions, double letters such as AA, AB, etc., are used. The manual binder will be loose leaf construction to allow for ease in chapter replacement as updates occur.

STMM MAINTENANCE

The quick index, table of contents, topic categories and reference glossary index will be reviewed at least annually to insure information is correct, relevant, and not in contradiction with any other section of the STMM. Agency Telecommunications Representative (ATR) bulletins will be incorporated into the STMM every six months relative to its category. Revised chapters will be published and distributed to all manual holders.